



## EMBASSY OF THE UNITED STATES OF AMERICA

### Position Vacancy Announcement

ANNOUNCEMENT NO: VA-10-04

**OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION:** Senior HVAC Automated Controls Technician  
**OPENING DATE:** Sunday January 11, 2010  
**CLOSING DATE:** Open until filled  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY & GRADE:** FSN-7

**In-house candidates must apply through their supervisors.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking for a qualified individual for the position of Senior HVAC Automated Controls Technician in the Facilities Management Section (FM) at the U.S Embassy Khartoum Sudan.

#### **BASIC FUNCTION:**

- Serves as the Senior Heating Ventilation Air Conditioning (HVAC) Automated Controls Technician responsible for skilled maintenance and repair work throughout the New Embassy Compound (NEC) buildings and grounds.
- Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Work Order for Windows (WOW) system.

#### **Major Duties and Responsibilities:**

1. Serves as the Senior HVAC Technician and performs hands-on repairs on all major and integral components of the HVAC systems for all Embassy buildings. (60%)
  - Trains personnel during regularly scheduled training sessions and on the job training (OJT).
  - Completes work as written on scheduled work orders.
  - Completes unscheduled, preventive, predictive, and emergency maintenance work orders.
  - Ensures that all assigned maintenance tasks are accomplished promptly as described in the work order and in accordance with manufacturer's preventive maintenance, repair or replacement requirements. Completes work orders by documenting work accomplish, adding required comments and notes, and accounting for labor hours and material usage used after completion of the work and returns to the Mechanical Engineer for review and work close-out.
  - Provides technical guidance to others performing similar tasks.
  - Repairs any HVAC or related building system including electrical, plumbing or control (BAS) systems when an emergency breakdown occurs.
  - Operates a centralized, multiple zone air conditioning plant that serves a complex of multiple buildings.
    - o Systems are primarily operated by scroll air conditioning compressors and circulating chilled water. Other types of compressors are also utilized within the Embassy facility complex such as reciprocating, rotary screw, and rotary vane. Refrigerant controls include thermostatic and automatic expansion valve, high and low side floats and capillary tube.
  - Starts up, shuts down and regulates chiller plant chillers, water circulation pumps, air handlers, and other support equipment from central switches or from decentralized switches in fan or equipment rooms.

- Takes operational readings for various HVAC system equipment and chillers. Records dry and wet bulb temperatures, chiller oil level and oil pressure, entering and leaving condenser water temperature, volt and ampere readings, refrigerant temperature, high and low refrigerant pressure readings, humidity, and other readings necessary to perform analysis of the operational effectiveness of HVAC equipment.

2. Performs preventative maintenance on HVAC systems. (20%)

- Checks on HVAC mechanical equipment including but not limited to air-cooled chillers, air handling units, fan coil units, variable air velocity (VAV) units, HVAC chilled water chemical treatment systems, duct work, filtration systems, and ceiling diffusers and both electrical and mechanical controls.
- Installs refrigerant, water and gas piping as well as ducting, registers and grilles that support HVAC&R systems. Performs HVAC equipment maintenance and performs repairs such as replacing manual, electric and pneumatic operated valves, drive coupling grommets and springs, brazing copper tubing, repacking glands, adjusting expansion valves, air washer pumps and water float assemblies, chilled and hot water coils, steam coils, and replacing electric motors up to 50Hp.
- Traces and locates mechanical system defects to determine the type and extent of repair needed. Performs air and water balancing to the Embassy's HVAC systems.

3. Monitors the proper use of time, tools and materials and that work areas are kept clean and safe. Performs regular checks for consumable materials and spare parts. Submits procurement requests to the Facility Manager via the Mechanical Engineer for review, approval, and processing. (10%)

4. Performs other duties as assigned and to support post activities including relocation of equipment, emergency response actions such as overtime and weekend/holiday work, escorting and monitoring contractors on site. Assists other shops as part of the maintenance team. (10%)

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**--Education:** Completion of secondary school required. Completion of vocational training from an accredited institute recognized as producing journeyman level technician with specialization in HVAC field is required.

**--Prior Work Experience:** A minimum of 5 to 7 years experience in operation and maintenance of office building HVAC systems and associated equipment of which 5 years in large modern commercial or Government building is required. Experience in maintenance of air cooled chillers is required. Experience in working with or installation of high efficiency air filters/ carbon absorbers, DDC control and water treatment system is required.

**--Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English	Good working knowledge	good working knowledge	good working knowledge
Arabic	Good working knowledge	good working knowledge	good working knowledge

**--Skills:**

Must have the ability to self-plan and schedule work assignments for best use of time. Ability to use a variety of powered, non-powered hand tools, electrical diagnostic and special monitoring instruments for the HVAC trades. Ability to read and understand mechanical layout drawings, building plans, and electrical schematics, one-line diagrams, and flow charts. A driving license is required.

**SELECTION PROCESS:**

--Applicants must be eligible for appointment under local government laws and regulations.  
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.  
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.  
-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:** Interested individuals for this position should submit the following or the application will not be considered:

1. Application form for Federal Employment (current mission employees must submit an in-house application) and supporting documentation including essays, certificates, awards) that address the requirements of the position as listed above. Forms are available at the U.S. Embassy northern entrance gate.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards) that address the requirements of the position as listed above. Applications may be submitted through e-mail at the given e-mail address below.

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**POINT OF CONTACT:**

Human Resources Office

U.S. Embassy, Khartoum

Telephone: 774700 Ext. 6100.

E-mail: [KhartoumHRO\\_DL@state.gov](mailto:KhartoumHRO_DL@state.gov). (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

*The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*

*The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*